

**DTERMINATION AND FINDINGS  
FOR  
SOLE SOURCE PROCUREMENT**

Agency: Child and Family Services Agency (CFSA)  
Caption: Online Mandated Reporter Training Website  
Proposed Contractor: Center for the Application of Information Technologies  
Contract Number: DCRL-2018-U-0107

**FINDINGS**

**1. AUTHORIZATION:**

D.C. Official Code §2-354.04, 27 DCMR 2005.2 (b); 2005.3; 2008 and 1700.

**2. MINIMUM NEED:**

The District of Columbia Contracts and Procurement Administration, on behalf of the Child and Family Services Agency (CFSA) is seeking a contractor to conduct an overhaul of the interface, interactive modules and content of the Online Mandated Reporter Training to best meet legislative updates and learning needs of mandated reporters.

**3. ESTIMATED FAIR AND REASONABLE COST:**

\$103,360.00

**4. FACTS WHICH JUSTIFY A SOLE SOURCE PROCUREMENT:**

The DC Child and Family Services Agency supports child abuse recognition and reports the number of individuals who have participated in training on how to report suspected child abuse and neglect. The District's online mandated reporter website was established in 2009 to allow easy access of mandated reporting information to professionals via web-based learning. The website is in need of an overhaul to make the information current and aligned with the in-person training. The overhaul allows for an improved transfer of learning via a Learning Management System (LMS).

Currently, Center for the Application of Information Technologies (CAIT) provides maintenance to the current system as CFSA has taken ownership of the creation and monitoring of the Mandated Reporter Training. Due to changes in both federal and local legislation on child abuse and neglect reporting requirements, it is imperative that the Agency allocate approved federal Children's Justice Act (CJA) grant funding to the

improvement of the online mandated reporter training website utilized by various District partners who are mandated to report allegations of child abuse and neglect.

Therefore, it is in the best interest of the District to proceed with a sole source contract to The Center for the Application of Information Technologies (CAIT) to conduct an overhaul of the interface, interactive modules and content of the Online Mandated Reporter Training to best meet legislative updates and learning needs of mandated reporters.

**5. CERTIFICATION BY AGENCY HEAD:**

I hereby certify that the above findings are true, correct and complete to the best of my knowledge.

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Date

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Brenda Donald  
Agency Director

**6. CERTIFICATION BY CONTRACTING OFFICER**

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1700 and that no response was received.

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Date

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Tara Sigamoni  
Agency Chief Contracting Officer

**DETERMINATION**

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under Section 402 of the Procurement Practices reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code §2-354.02). I further find that the contractor listed above is the only available source that can meet the District's minimum needs. Accordingly, I determine that the District is justified in using the sole source method of procurement.

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Date

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Tara Sigamoni  
Agency Chief Contracting Officer